

POSITION: Staff Services Manager I (Specialist) Pending DPA Approval SROA/Surplus only	SALARY: \$4520-\$5453	LOCATION: Office of Statewide Health Planning and Development 1600 9 th Street, Room 432 Sacramento, CA 95814
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General Statement: Under direction of the Executive Secretary, California Health Policy and Data Advisory Commission (CHPDAC) and functional direction from the Chairperson, Committee for the Protection of Human Subjects (CPHS), the SSM I (Specialist) will serve as the Administrator for the CPHS that will manage the program and overall operations of the Committee for the Protection of Human Subjects, and the Health and Human Services Agency Institutional Review Board that reviews and is responsible for approving or not approving research projects that involve humans or their confidential data as subjects.

Duties: Manage overall Committee operations. Develop and implement Committee policies and procedures. Provide technical assistance to researchers on project preparation, and consultation and guidance to Committee members and Agency and Department personnel on Committee policies, procedures, functions and operations. Develop and maintain effective working relationships with these groups. Write and maintain Committee operating documents and write letters to researchers for continuing reviews and to provide official notification of Committee decisions. Develop meeting Agendas and minutes. Prepare and send mailings to Committee members for upcoming Committee meetings. Manage meetings to facilitate Committee review of research projects. Maintain research project files. Represent the Committee on issues and activities within OSHPD, the Agency and it's Departments. Assess related legislation and prepare bill analyses. Oversee Committee budget and prepare Committee BCPs as needed.

Desirable Qualifications: Strong interpersonal, written and oral communication skills. Good overall operational management skills and experience. Familiarity with policies and procedures as they relate to a specific operation or program. Willingness to perform full range of duties necessary to support Committee operations. Experience working with clinical professionals a plus.

Who May Apply: Applications will be accepted from candidates currently on Surplus or SROA. Applicants should attach a copy of their notice. The most qualified individuals will be selected for an interview.

Interested parties should submit a standard state application to:
OSHPD
1600 Ninth Street, Room 432
Sacramento, CA 95814
Attn: Raquel Lothridge
(916) 654-1817